

City of Madison

Job Announcement

Applications Received in City Hall from Monday, November 8, 2010 until Filled

Title: SENIOR CENTER DIRECTOR

Job Requisition No.: 1 1-008

Hours: FULL-TIME

Starting Pay: \$38,242 - \$40,572 ANNUALLY - D.O.Q.

Specific duties of the job:

Responsible for directing the operations of the Senior Citizen's Center and the TARCOG (Top of Alabama Regional Council of Government) Nutrition Center, to include planning and implementing senior citizen programs and special events. Responsible for assessment of program needs and interests, scheduling, program development and publicity. Prepare strategic plan for center operations, programs and services to meet evolving senior needs; Plan, Program and Budget for all aspects of the Senior Center Operations; Plan Program and Budget the operations of the TARCOG Nutrition Program, to include congregate meals at the Senior Center and the home delivery of meals to the shut-ins within the Madison City and surrounding communities; Maintain Madison County Health Department license to serve food, ensuring the Center meets all the requirements and serves as contact for audit; Supervise the day-to-day operations of Senior Center staff and volunteers in the administration of the Center's activities; Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service; Supervise the maintenance of the center facility and vehicles; Guide and assist the Senior Center Council in the participative planning of center activities; Promote and market Senior Center to attract new users and sponsors; Make presentations to area businesses and civic organizations; Obtain sponsorships and donations for Senior Center; Identify and apply for various grants; Develop new innovative programs and events; Collaborate with outside organizations to provide senior programs and services; Coordinate training for existing or new employees/volunteers; Maintain knowledge of current governmental legislation affecting seniors and evaluate compliance and impact of legislation on Madison Senior Center operations and programs; Monitor and respond to Senior Center client complaints; Monitor expenditures to ensure compliance with program budget; Counsel clients in understanding their problems and assist in resolving or alleviating those problems; Assist Seniors who have special problems to find solutions within the community, the city, county, state and federal agencies; Recruit, train and supervise the volunteers who deliver meals to the homebound or provide other services for the center; Administer the finances of the nutrition program to include soliciting donations, managing all records and insuring all funds are deposited properly.; Interface with other senior related agencies such as CASA, TARCOG, AARP and the Triad council and local churches; Provides leadership, mentoring, counseling, appraising and training and development for all employees; Monitor performance and maintain schedules.

Skills candidate must have: (Complete Job Description Includes More Qualifications)

Demonstrated knowledge of problems and special needs of the elderly and community resources available to assist them; Demonstrated knowledge of counseling techniques; Strong administrative skills to insure compliance with City and TARCOG policies and procedures; Strong leadership, training and team building skills; Knowledge of institutional safety requirements and training in immediate first aid procedures to include the Heimlich Maneuver and CPR; Demonstrated knowledge of the signs of Alzheimer's Disease and Dementia; Demonstrated knowledge of the most common problems facing senior citizens and their families and an appropriate referral agency for those outside the scope of the Senior Center to assist; Ability to work independently without close supervision; Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information; Excellent communication skills, including listening, writing and public speaking and presentation skills; Demonstrated ability to use Microsoft Office programs to help accomplish work; Skill at hiring, training, appraising, coaching, counseling, and disciplining personnel; Strong understanding of personnel policies and practices and ability to coach employees in these areas; Leadership and staff motivation skills; Skill at gathering and evaluating input for decision-making; Adept at managing relationships between subordinates and each other and personnel in other departments; Ability to manage scheduling and leave issues at workgroup level; Strong project management, planning, organization and prioritization skills.

Education candidate must have: Bachelors Degree in related field; ADA Accommodation training highly preferred; Current driver's license with strong driving record.

Experience candidate must have: Supervisory experience required; Three (3) years community service experience working with recreational programs preferred; Strong background record required, due to accessibility to city property and interaction with public and elderly citizens; Strong work ethic and history of dependability and performance; Experience implementing innovative new recreation programs; Experience with fundraising and developing business/community partnerships.

Physical requirements for this position: Mobility to move freely and perform all job tasks; Ability to drive in order to visit homebound participants Must be available for short travel trips to conferences and outside agency meetings; Extended workdays and evening work is required; Requires the ability to work in a noisy environment; Must be able to hear well enough to communicate in person and on the telephone; Must have use of hands and fingers to write, operate computer, etc.; Must be able to see well enough to read reports, observe program participants and drive; Must be capable of communicating verbally with the public in small and large group settings.

How to apply:

Outside Applicants: Pick up & Return Application to Madison Municipal Complex (100 Hughes Road, Madison, Alabama 35758), or apply with the State of Alabama Employment Office (2535 Sparkman Drive, Huntsville, Alabama 35810) or Access Application @ www.madisonal.gov. Resumes only will not be accepted; Includes an attractive benefit package with Retirement plan.

City Employees: Pick up and complete a one-page Internal Job Posting Application located in the HR Department.

All Applicants: Signed applications must be received by the Human Resources Department.

The City of Madison is an equal opportunity employer.